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# DISABLED VETERAN BUSINESS ENTERPRISE

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## GET DVBE CERTIFIED

Increase Business Opportunities  
with California Government

The state of California established the Disabled Veteran Business Enterprise (DVBE) Program to increase business opportunities for the DVBE community. State agencies are required to strive to award at least 3 percent of their annual contracting dollars to certified DVBEs. The program helps DVBEs participate on a more level playing field when competing for state contracts.

For complete information on DVBE certification and how to do business with the state, go to: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)



# Register your Business



Cal eProcure is an online portal that improves the way businesses sell products and services to the state of California. Register your business with Cal eProcure at no cost.

Go to [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

- » Click **Sell to the State**
- » Click **Register Now**
- » Fill out and **Submit Registration**

## Once registered, you are able to:

Apply for the Small Business (SB), Small Business for the Purpose of Public Works (SB-PW) or Disabled Veteran Business Enterprise (DVBE) certification

Update your profile and renew your certification

Receive California State Contracts Register (CSCR) Solicitation Notifications

Place ad notifications seeking subcontracting opportunities with potential primes

Learn about pre-bid events

Access contract award(s)

Search for certified suppliers

Access Leveraged Procurement Agreements (LPAs)

View the State's Contracting and Procurement Registration System (SCPRS) data

Review past purchases of state departments to see who buys what you sell



**For registration or other Cal eProcure system inquiries:**

**FISCAL Service Center, Vendor Management**

[vendors@fiscal.ca.gov](mailto:vendors@fiscal.ca.gov) | (855) 421-6355 (toll free)



# Apply for a California Disabled Veteran Business Enterprise Certification

## Benefits of becoming a California Certified DVBE

State-certified DVBEs are eligible for the state's DVBE Program. The program sets the goal to use DVBEs in at least 3 percent of the state's overall annual contract dollars.

Your business is added to the California Department of General Services database used by state and local agencies to find DVBEs.

The SB/DVBE Option allows state agencies to contract directly with a California certified Small Business (SB) or DVBE for goods, services, and information technology goods and services valued from \$5,000.01 to \$249,999.99 (up to \$388,000 for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.

DVBE subcontractors can find contracting opportunities and place ads seeking work with potential prime contractors at no cost.

Awarding departments may apply a DVBE incentive up to five percent in competitive solicitations. The incentive provides an advantage to bidders who utilize DVBEs to fulfill the required three percent contract participation.

Additional contracting opportunities may exist with reciprocity partners (certain local government entities and public utilities) who accept the state's DVBE certification. For a list of reciprocity partners, go to: [www.dgs.ca.gov/PD-Reciprocity](http://www.dgs.ca.gov/PD-Reciprocity)

## What You Should Know

DVBE certification is typically issued for two years. A DVBE may periodically be auto-approved online. All certified firms are subject to periodic reviews while actively certified.

Certification does not guarantee you will be awarded a government contract. Contracting with the state is very competitive – you must market your business to government agencies.

If an applicant has a bidding opportunity, a request may be made for an expedited application. Instructions can be found at [www.dgs.ca.gov/PD-Certification](http://www.dgs.ca.gov/PD-Certification). Go to the "Program Guide" tab and click on the link "Certification Expedite Procedure."



**Certification Profile Tip:** Make sure your profile is easily searchable by incorporating the right keywords and UNSPSC codes. For more information on selecting keywords and codes, go to: [www.dgs.ca.gov/PD-SB-DVBE-Resources](http://www.dgs.ca.gov/PD-SB-DVBE-Resources)



## *Apply for a California Disabled Veteran Business Enterprise Certification - continued*

### **DVBE Eligibility Requirements**

- Disabled veterans must have a service-connected disability of at least 10 percent declared by the United States Department of Veterans Affairs or the United States Department of Defense.
- The firm must be at least 51 percent owned by one or more disabled veterans, except in the case of a Limited Liability Company (LLC). LLCs must be wholly owned by one or more disabled veterans.
- The disabled veteran(s) who owns and manages and controls the firm must be domiciled in California.
- Daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s).
- Principal office must be located in the United States and cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
- Disabled veterans must have an established business that is operational and active prior to submission of an application.

### **Small Business and Small Business for the Purpose of Public Works Eligibility Requirements**

We encourage DVBEs who meet the Small Business and Small Business for the Purpose of Public Works eligibility requirements also become certified as a Small Business (SB) or Small Business for the purpose of Public Works (SB-PW). Review the SB and SB-PW certification requirements section on the certification website at [www.dgs.ca.gov/PD-Certification](http://www.dgs.ca.gov/PD-Certification). When applying, complete both the DVBE and SB or SB-PW applications.



#### **For DVBE certification inquiries:**

Office of Small Business & Disabled Veteran  
Business Enterprise Services (OSDS)  
[OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov) | (916) 375-4940

#### **Veteran Services / Benefits Information:**

California Department of Veterans Affairs  
[www.calvet.ca.gov](http://www.calvet.ca.gov) | (916) 651-3054  
[advocate@calvet.ca.gov](mailto:advocate@calvet.ca.gov) | [DVBE@calvet.ca.gov](mailto:DVBE@calvet.ca.gov)



## *Apply for a California Disabled Veteran Business Enterprise Certification - continued*

### **DVBE Required Support Documents**

A current Award of Entitlement letter or eBenefits Service/Benefit Verification letter certifying/declaring a service-connected disability rating of at least 10 percent.

Federal Income Tax Returns for the applicant business for the three most recently completed tax years (or for the number of years in business, if less than three) to support the firm's eligibility or to confirm firm's eligibility.

When equipment will be rented to the state, the disabled veteran shall own at least 51 percent of every piece of equipment to be rented to the state. For more information about these requirements, visit [www.dgs.ca.gov/PD-Certification](http://www.dgs.ca.gov/PD-Certification). Go to the "Program Guide" tab and click on the link "How to Establish DVBE Ownership."

### **Submit Certification Application**

- » Go to [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)
- » Click **Get Certified**
- » Review Certification Application Requirements and Documents
- » Click **Get Certified (Apply or Reapply)**
- » Select the certification(s) you are applying for and click **Next**
- » **Upload** required supporting documents

**For more certification information, go to:** [www.dgs.ca.gov/PD-Certification](http://www.dgs.ca.gov/PD-Certification)



### **Certification Profile Tip:**

Make sure your profile is easily searchable by incorporating the right keywords and UNSPSC codes. For more information on selecting keywords and codes, go to: [www.dgs.ca.gov/PD-SB-DVBE-Resources](http://www.dgs.ca.gov/PD-SB-DVBE-Resources)



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[OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov) | (916) 375-4940

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California Department of Veterans Affairs  
[www.calvet.ca.gov](http://www.calvet.ca.gov) | (916) 651-3054  
[advocate@calvet.ca.gov](mailto:advocate@calvet.ca.gov) | [DVBE@calvet.ca.gov](mailto:DVBE@calvet.ca.gov)



# Find State Contracts

## What is the California State Contracts Register?

A tool inside Cal eProcure, the California State Contracts Register (CSCR) is your one-stop, central information source for state contracting opportunities. State agencies post solicitations on this site when they go out to bid. The CSCR connects you to government solicitations with an easy-to-use, online publication contract list.

You can work with potential prime contractors at no cost and post ads seeking to partner with a prime on a specific solicitation.

## How to Post a Vendor Ad

- » Go to [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)
- » Log in to your account (top right of page)
- » Click **Start Search**
- » **Open Bid** (Search by Keyword, ID number or Department)
- » Click **Post Vendor Ad** (bottom left corner)
- » Complete items with red asterisk and **Save**
- » Make sure to start the ad with your certification number so that primes can access information from your certification profile

Find out what state departments are buying. View the [Statewide SB/DVBE Procurement Data](#):

[www.dgs.ca.gov/PD-Dashboards](http://www.dgs.ca.gov/PD-Dashboards)



**For general procurement inquiries:**

Department of General Services, Procurement Division  
eprocure@dgs.ca.gov | (916) 375-2000



# Get a Leveraged Procurement Agreement

Leveraged Procurement Agreements (LPAs) allow departments to buy directly from suppliers through existing contracts and agreements. LPAs are available to California's state, county, city, special district, education, and other government sectors. Examples of LPAs include:

- Food Contracts
- Master Service Agreements
- Software Licensing Program
- State Price Schedules
- Statewide Commodity Contracts

**Check out the full list of LPAs at: [www.dgs.ca.gov/PD-LPA](http://www.dgs.ca.gov/PD-LPA)**

## California Multiple Award Schedules Program

The California Multiple Awards Schedules (CMAS) Program is another type of LPA. DGS establishes agreements with businesses who offer products and/or services available through current federal General Services Administration (GSA) multiple award schedules. CMAS offers a wide variety of commodities, non-IT services and IT products and services at prices which have been assessed to be fair, reasonable and competitive.

**For more information about CMAS, go to: [www.dgs.ca.gov/PD-CMAS](http://www.dgs.ca.gov/PD-CMAS)**



### For CMAS inquiries:

Department of General Services, Procurement Division, CMAS Unit  
[cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov) | (916) 375-4363



## Tools & Resources

Go to [www.dgs.ca.gov/PD-SB-DVBE-Resources](http://www.dgs.ca.gov/PD-SB-DVBE-Resources) for tools and resources to help you successfully pursue contract opportunities with state departments.



## External DVBE Resources

The DVBE certification program does not provide business start-up assistance. For such information you may contact the following:

**The Small Business Administration (SBA)**  
[www.sba.gov](http://www.sba.gov)

**Veterans Business Outreach Center**  
[www.vbocix.org](http://www.vbocix.org)  
(916) 527-8400 | [admin@vbocix.org](mailto:admin@vbocix.org)

**U.S. Veterans Business Alliance (USVBA)**  
[www.gousvba.org](http://www.gousvba.org) | (888) 517-3822

**The Elite Service Disabled Veteran Owned Businesses (SDVOB) Network**  
[www.elitesdvo.org](http://www.elitesdvo.org) | (619) 284-9922

**Southwest Veterans' Business Resource Center (SWVBRC)**  
[www.wheremunitiesserveveterans.org](http://www.wheremunitiesserveveterans.org)  
(866) 232-1978

**Veterans In Business Network**  
[www.vibnetwork.org](http://www.vibnetwork.org) | (877) 270-8426



Procurement Division » State of California » Department of General Services

707 Third Street, 2nd Floor | West Sacramento, CA 95605 | [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)